



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Technical Assistant 1, Community Affairs [Classified Non-Competitive]</b>			Salary <b>P20 \$49,263.43 - \$69,662.17</b>
Posting Number <b>132-17</b>	Position Number <b>957671</b>	Number of Positions <b>1</b>	Posting Period * From: <b>7/28/17</b> To: <b>8/11/17</b>
Location: <b>Certificate of Need &amp; Licensing 25 So. Stockton Street 2<sup>nd</sup> Floor Trenton, New Jersey 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>The position provides administrative support for all activities of the Nursing Home Administrators Licensing Board and its meetings and processes and provides the initial review of applications for licensing and continuing education requests. It must respond to all requests for information regarding the Board's activities. Communicates regularly with applicants regarding eligibility for licensing and maintains/updates all records regarding the Board's activities in licensing administrators, their waiver requests, fees submitted and any actions taken against such licenses.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EXPERIENCE:</b> Five (5) years of experience in grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or technical assistance to state and/or local communities or agencies, completing forms, resolving complaints application or interpreting rules, regulations, policies, and procedures to the public, and reviewing documents for accuracy and content.</p> <p><b>NOTE:</b> Applicants who do not possess the required experience may substitute education as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience up to a maximum of four (4) years.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTHFEL@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Christine Pogorzelski, Administrative Assistant 2 Health Facilities Evaluation and Licensing Reference Posting #132-17 New Jersey Department of Health PO Box 367 Trenton, NJ 08625-0367</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• State of NJ Employment Application (<a href="http://nj.gov/health/forms/dpf-663.dot">nj.gov/health/forms/dpf-663.dot</a>).</li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.